DOCUMENT RESUME

ED 034 540 JC 690 390

TITLE	Policies, Procedures, and Regulations; Governing the Establishment and Operation of the Comprehensive Community Colleges of Virginia.
INSTITUTION	Virginia Community College System, Richmond.; Virginia State Board for Community Colleges, Richmond.
PUB DATE	9 Apr 69
NOTE	20p.
EDRS PRICE	EDRS Price MF-$0.25 HC-$1.10
DESCRIPTORS	*College Planning, *Junior Colleges, *Manuals, *Master Plans, School Organization, *State Programs
IDENTIFIERS	Virginia

ABSTRACT

This manual may be useful to communities planning the establishment of a junior college system. It covers the types of programs to be offered by the colleges; coordination of all programs of higher education by the State Council of Higher Education; eligibility of students; length of term and attendance day; establishment of colleges, including need and suitable sites; establishment of special training programs; administrative relationships and responsibilities; fiscal policy and procedures; consulting services; amendments. Operating policies, procedures, and regulations are found in the Virginia Community College Operating Manual. (MS)

ED034540

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

POLICIES, PROCEDURES, AND REGULATIONS

Governing the Establishment and Operation of the Comprehensive Community Colleges of Virginia

UNIVERSITY OF CALIF.
LOS ANGELES

NOV 18 1969

CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

JC 690 390

State Board for Community Colleges

Adopted September 28, 1966

Revised April 9, 1969

TABLE OF CONTENTS

	Page
Purpose	4
Definition of a Community College	4
Naming of Institutions	4
Types of Programs	4
A. Occupational-Technical Education	5
B. University Parallel-College Transfer Education	5
C. General Education	5
D. Continuing Adult Education	5
E. Special Training Programs	5
F. Preparatory Programs	6
G. Specialized Regional and Community Services	6
H. Area Vocational and Technical Schools	6
Coordination by the State Council of Higher Education	6
Eligibility of Students	7
A. General Statement	7
B. General Admission	7
C. Admission to Specific Programs	7
D. Full-time and Part-time Students	7
Length of Term and Attendance Day	7
A. Quarter System	7
B. Short Term Programs	7
C. Day and Evening Programs	7
D. Availability of Facilities	8
Establishment of Community Colleges	8
A. Authority of State Board	8
B. Responsibility for Initiating Requests	8
C. State Plan	8
D. Criteria for Establishment of Community Colleges	8
1. Evidence of Need as Shown by a Survey	8
2. Evidence of Interest on the Part of Employers	8
3. Evidence of Student Interest	9
E. Provisions of a Suitable Site	9
1. Size of Site	9
2. Utilities on Site	9
3. Access to Site	9
4. Location of Site	9

Table of Contents (Continued)

	Page
Establishment of Special Training Programs	**9**
A. Application for Program	9
B. Use of State-Owned Equipment	9
Administrative Relationships and Responsibilities	**10**
A. State Board for Community Colleges	10
1. Membership	10
2. Procedures	10
3. Responsibilities	11
B. State Department of Community Colleges	12
C. State Advisory Committees	13
D. Local Community College Board	13
1. General Statement	13
2. Ad Hoc Committee	13
3. Appointment of Local Board	14
4. Reappointments and Vacancies	14
5. Reallocation of Local Board Membership	14
6. Duties and Responsibilities	15
7. Contact with the State Board	16
E. Local Advisory Committees for Specialized Programs	16
F. Chief Executive Officer of a Community College	16
G. Personnel	18
Fiscal Policy and Procedures	**18**
A. Buildings and Equipment	18
B. Site	18
C. Salaries	18
D. Operating Funds	18
E. Local Contributions	18
1. Capital Outlay	19
2. Operating Funds	19
3. Reimbursement Procedure	19
F. Tuition and Fees	19
G. Donated Property	19
H. Area Vocational and Technical Schools	19
Consulting Services	**20**
Amendments	**20**

POLICIES, PROCEDURES, AND REGULATIONS GOVERNING THE ESTABLISHMENT AND OPERATION OF THE COMPREHENSIVE COMMUNITY COLLEGES OF VIRGINIA.

This statement of policies, procedures, and regulations shall supersede all previous statements of policies, procedures, and regulations for Community Colleges.

Wherever the words "State Board" are used in this document, they shall mean the State Board for Community Colleges.

Purpose

In accordance with an act of the General Assembly (Title 23, Chapter 16, Sections 23-214 through 23-231), the State Board for Community Colleges shall establish, control, administer, and supervise all community colleges established by the State in selected communities throughout the Commonwealth of Virginia. The Community College Program shall be designed to serve the educational needs of qualified post-high school age youth and adults in order to prepare them for employment, for advanced collegiate education, and for improved citizenship.

Definition of a Community College

A **Community College** means a comprehensive institution of higher education offering programs of instruction generally extending not more than two years beyond the high school level, which shall include, but not be limited to, courses in occupational and technical fields, the liberal arts and sciences, general education, continuing adult education, pre-college and pre-technical preparatory programs, special training programs to meet the economic needs of the region in which the college is located, and other services to meet the cultural and educational needs of this region.

Naming of Institutions

In the name of each institution shall be included the phrase "Community College". The local community college board shall submit their recommended name to the State Board for Community Colleges for final approval.

Types of Programs

Each curriculum in the Community College shall conform to the statewide criteria set by the State Board as to content, but shall take into consideration the needs and opportunities in the region served by each college. The State Board for Community Colleges shall set minimum standards and authorize issuance by institutions of appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete the course and program requirements.

To avoid unnecessary duplication in an area where other educational agencies may be offering similar programs, the State Board for Community Colleges may enter into a cooperative agreement with an existing agency to provide one or more of the programs listed below.

In determining the curricula to be offered in each institution under the jurisdiction of the State Board for Community Colleges, the State Board shall take cognizance of the varying needs of the communities served throughout the Commonwealth of Virginia and the substantiated requests of interested local governing bodies, employers, and individuals. These programs shall include, but not be limited to, the following:

A. Occupational-Technical Education

The occupational and technical education programs shall be designed to meet the increasing demand for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These programs, which normally require two years or less of training beyond the high school, may include preparation for agricultural, business, engineering, health and medical, industrial, service, and other technical and occupational fields. The curricula shall be planned primarily to meet the needs for workers in the region being served by the Community College, but the State Board may designate certain community colleges as centers to serve larger areas of the State in offering expensive and highly specialized occupational and technical education programs.

B. University Parallel-College Transfer Education

The university parallel-college transfer programs shall include college freshman and sophomore courses in arts and sciences and preprofessional programs meeting standards acceptable for transfer to baccalaureate degree programs. These programs shall be of equal grade and quality to those provided in the four-year degree granting institutions in order to facilitate the transfer of students from the community college to four-year colleges and universities.

C. General Education

The programs in general education shall encompass the common knowledge, skills, and attitudes needed by each individual to be effective as a person, a member of a family, a worker, a consumer, and a citizen. The general education program shall include the basic courses required of all students in the occupational and technical education program and in the university parallel or college transfer program.

D. Continuing Adult Education

Adult education programs shall be offered to enable the adults in the region to continue their learning experiences. This work may include both degree credit and non-degree credit work offered during the day and evening hours.

E. Special Training Programs

Special training may be provided where specific job opportunities are available. This special training shall be coordinated with Virginia's economic expansion efforts and with the needs of prospective or established employers. Instruction shall be designed to assist Virginia residents in gaining skills necessary for entering employment and/or to retrain persons displaced from other jobs so that they may obtain gainful employment. Such special training programs shall be terminated at that point where the learning of skills ends and the development of speed in these skills begins. These programs, which are usually of a short term nature, shall be tailored to fit the exact needs of a company and shall terminate when known new employment needs are met and when the primary objective stated above has been met. The training sites for these programs may be

any suitable space within the Commonwealth of Virginia approved by the State Department of Community Colleges.

F. Preparatory Programs

Pre-college and pre-technical programs shall be offered to help prepare individuals for admission to the university parallel-college transfer program and the occupational-technical program in the community college. These programs shall be designed to help the individual develop the basic skills and understandings necessary to succeed in other community college programs.

G. Specialized Regional and Community Services

The facilities and personnel of each community college shall be available to provide specialized services to help meet the cultural and educational needs of the region served by the community college. This service includes programs not conducted in classrooms such as cultural events, workshops, meetings, lectures, conferences, seminars, and special community projects which are designed to provide needed cultural and educational opportunities for the citizens of the region. The community college shall work cooperatively with other local and state agencies interested in developing such services. The community college facilities shall also be available insofar as possible to four-year colleges and universities desiring to offer extension programs at the level of the third and fourth year of college and of graduate education in the region, subject to the prior approval of the State Council of Higher Education.

H. Area Vocational and Technical Schools

All educational programs for post-high school age youth and adults in existing area vocational and technical schools formerly under the State Board of Education are now the responsibility of the State Board for Community Colleges until such time as new community colleges are established in such areas and these programs are transferred to these new community colleges.

Coordination by the State Council of Higher Education

The State Board shall encourage close articulation of the Community College program with other institutions of higher education and shall adhere to the policies of the State Council of Higher Education for the coordination of all programs of higher education throughout the Commonwealth of Virginia.

Facilities for extension work may be provided in accordance with Section 23-221 of the Code of Virginia which states ". . . In any area served by a comprehensive community college, no institution of higher learning which conducts extension programs shall offer courses of study similar to those offered by a comprehensive community college, except as authorized by the State Council of Higher Education. Whenever practicable, the State Board shall provide facilities to such institutions of higher learning for conducting extension programs not in conflict with the provisions of this chapter."

Eligibility of Students

A. General Statement

The community college shall be designed to serve all youth and adults who can benefit from one of its programs.

B. General Admission

Eligible for general admission to the community college are persons who are high school graduates, or the equivalent, or who are at least eighteen years of age, and are in any case able to benefit from a program at the community college. Other persons may apply to the admissions committee of the community college for special consideration for admittance to the community college.

C. Admission to Specific Programs

Applicants also may be required to meet other reasonable criteria for admission to any program or course within the community college to insure that they possess the potential to meet program requirements subject to approval by the State Board. Persons who do not meet the admission requirements for a specific program or course may be permitted to enroll in preparatory studies or advised to enroll in other programs.

In addition, persons applying to enter one of the associate degree programs shall be a high school graduate or the equivalent or have completed an approved preparatory program.

D. Full-time and Part-time Students

Persons are eligible to participate in the community college programs on either a full-time or part-time basis.

Length of Term and Attendance Day

A. Quarter System

The community colleges shall operate on a quarter system on a year-around schedule as established by the State Board for Community Colleges. Four quarters per year shall be the normal pattern.

B. Short Term Programs

Special programs on a short term basis may be offered with the prior approval of the State Department of Community Colleges.

C. Day and Evening Programs

Instruction for students shall be offered in the community colleges in day and evening programs.

D. Availability of Facilities

Normally, the facilities will be in use for full day and evening programs of the community college for six days per week (Monday through Saturday). Insofar as possible and practicable, the facilities may be available for community use.

Establishment of Community Colleges

A. Authority of State Board

The State Board for Community Colleges shall have final authority to determine the number, name, and location of colleges approved.

B. Responsibility for Initiating Requests

The responsibility for initiating a request for establishment of a community college rests with the governing body (s) of the political subdivision (s) to be served by such a college.

C. State Plan

All community colleges are established in accordance with a state plan for community colleges.

D. Criteria for Establishment of Community Colleges

Before a community college may be approved by the State Board for Community Colleges, a survey under the supervision of the State Department of Community Colleges shall be conducted to determine:

1. **Evidence of Need as Shown by a Survey.** The region to be served by a community college shall show evidence of the need for a community college and a continuing opportunity for placement of a sufficient number of graduates in employment and in four-year colleges and universities to justify the programs. A community must show need of five or more curricula in order to be sufficiently large to warrant administrative cost and adequate counseling. As a general standard, there shall be a minimum population of 100,000 in the region requesting the community college.

2. **Evidence of Interest on the Part of Employers.** For the program of occupational and technical education to be successful in the long run, employers in the region to be served by the community college should show an active interest in the development of curricula which reflect local needs and show a capacity to employ graduates.

   Active participation on the part of local leaders is important in gaining acceptance for employment of community college graduates, and in encouraging present employees in the region to use the community college facilities in order to develop additional skills and to keep abreast of changes in technology affecting their jobs.

3. **Evidence of Student Interest.** As a general standard, an area served by a community college shall have graduating from its secondary schools 1,000 or more students per year. Evidence shall indicate that from the number of current high school graduates and the number of interested adults in the area served, those who can be expected to attend the proposed community college will be sufficient to assure a student body of at least 500 full-time equivalent students at the community college within four years of its establishment.

E. Provisions of a Suitable Site

The governing body (s) of the political subdivision (s) applying for a community college shall provide sufficient land, both for the initial establishment of the college and for future expansion, acceptable to the State Board for Community Colleges including all improvements thereon (i.e., roads, exterior lighting, parking lots, landscaping, all utilities to point of connection to buildings, et cetera) subject to the policies, procedures, and regulations of the State Board for Community Colleges.

The State Board for Community Colleges may seek the advice of site consultants and shall select the site (s) of the community college in each region from several sites recommended. The guidelines for a site for a community college are as follows:

1. **Size of Site.** As a general standard, the site shall consist of 100 or more acres (with prior approval of the State Board for Community Colleges, a smaller acreage may be acceptable in special circumstances). All sites shall become the property of the Commonwealth of Virginia.

2. **Utilities on Site.** The site shall have all major utilities made available on the site to point of connection on the buildings.

3. **Access to Site.** The site shall be located on or sufficiently near major highways so that the residents of the region will have easy access to the community college.

4. **Location of Site.** The site shall be located as near as possible to the center of population of the region being served considering both present and potential developments.

Establishment of Special Training Programs

A. Application for Program

Any community which has sufficient job opportunities for which local residents could qualify, if properly trained, may apply for a special training program under the jurisdiction of the State Board in accordance with the procedures specified by the State Board.

B. Use of State-Owned Equipment

Suitable equipment owned or rented by the State Board may be transferred for special training programs. Equipment and other assistance may be furnished on a loan basis by prospective employers to the State Board for special training purposes.

Administrative Relationships and Responsibilities

A. State Board for Community Colleges

The State Board for Community Colleges is the state agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia. The following policies as defined in Sections 23-216 through 23-220 govern the State Board.

1. **Membership.** The State Board shall consist of fifteen members appointed by the Governor subject to confirmation by the General Assembly if in session, and if not, at its next succeeding session. The first appointments shall be four members for one year, four members for two years, four members for three years and three members for four years, and thereafter all such appointments shall be made for terms of four years each, except that appointments to fill vacancies shall be for the unexpired terms. No person having served on the State Board for two successive four-year terms shall be eligible for reappointment to the State Board for two years thereafter, provided, that a person appointed to fill a vacancy may serve two additional successive terms.

   The State Board shall be composed of persons selected from the State at large. No officer, employee, or member of the governing board of any public institution of higher education, or of any school subject to the control of the State Board, or any member of the General Assembly, or any member of the State Board of Education, shall be eligible for appointment to the Board. All members of the Board shall be deemed members at large charged with the responsibility of serving the best interests of the whole State. No member shall act as the representative of any particular region or of any particular institution of higher education.

2. **Procedures**

   a) The Board shall select a chairman from its membership, and under rules adopted by itself may elect one of its members as vice chairman.

   b) The members of the Board shall receive no salaries. They shall be paid their actual expenses incurred in performance of their duties as members of the Board and, in addition thereto shall be paid the sum of twenty dollars a day for each day or portion thereof in which they are engaged in the performance of their duties.

   c) Before entering upon the discharge of his duties, each member of the Board shall take an oath that he will faithfully and honestly execute the duties of his office during his continuance therein.

   d) The Board shall meet at least four times annually, and on call of the chairman when in his opinion additional meetings are expedient or necessary.

   e) Seven members of the Board shall constitute a quorum for all purposes.

f) The main office of the Board shall be in the city of Richmond, Virginia.

g) The Board is empowered to promulgate necessary rules and regulations for carrying out the purposes of this chapter.

h) The Board shall reorganize itself in the designation of its officers and committee assignments at a biennial meeting during July of each even-numbered calendar year.

i) For the purposes of carrying out its duties, members of the Board may be assigned to the following committees which shall have such powers to make recommendations or to take action on behalf of the full Board as the full membership of the Board shall determine from time to time: Executive Committee, Building and Site Committee, Budget and Finance Committee, Curriculum and Program Committee, and Personnel Committee. The Executive Committee shall have authority to act upon emergency matters as the Board shall determine.

3. Responsibilities

a) The Board is authorized and directed to prepare and administer a plan providing standards and policies for the establishment, development, administration and supervision of comprehensive community colleges under its authority. It shall determine the need for comprehensive community colleges, develop a state-wide plan for their location and a time schedule for their establishment. In the development of such a plan, a principal objective shall be to provide and maintain a system of comprehensive community colleges through which appropriate educational oportunities and programs shall be made available throughout the State. In providing these offerings, the Board shall recognize the need for excellence in all curricula and shall endeavor to establish and maintain standards appropriate to the various purposes the respective programs are designed to serve.

b) The Board shall have the authority to control and expend funds appropriated by law, and to fix tuition fees and charges. The Board may exercise the powers conferred by Chapter 3 of Title 23 of the Code of Virginia as any other educational institution as defined in Section 23-214.

c) The Board shall be authorized, with the approval of the Governor, to accept from any government or governmental department or agency or any public or private body or from any other source, grants or contributions of money or property which the Board may use for or in aid of any of its purposes.

d) The Board shall have the right to confer diplomas, certificates, and associate degrees.

e) The State Board shall establish policies providing for the creation of a Local Community College Board for each institution established under the Chapter and the procedures and regulations under which such local boards shall operate. The Local Community College Board shall assist in ascertaining educational needs, enlisting community involvement and support, and shall perform such other duties as may be prescribed by the State Board.

B. State Department of Community Colleges

The State Department of Community Colleges shall be the agency responsible for the administration and supervision of the system of community colleges in the Commonwealth of Virginia under the authority of the State Board for Community Colleges.

A Director of Community Colleges, hereinafter sometimes called the Director, shall be appointed by the Governor, subject to confirmation by the General Assembly, for a term coincident with that of the Governor making the appointment. Any vacancy shall be filled by appointment by the Governor, subject to the confirmation of the General Assembly. The Director shall be the chief executive officer of the Department. The Director shall, without additional compensation, serve as secretary to the State Board for Community Colleges. The salary of the Director shall be fixed by the General Assembly. Before entering upon the discharge of the duties of his office, the Director shall qualify by taking and subscribing the oath required of all officers of the State.

a) It shall be the duty of the Director of Community Colleges to formulate such rules and regulations, and provide for such assistance in his office as shall be necessary for the proper performance of the duties prescribed by the provisions of this chapter.

b) The State Board shall prescribe the duties of the Director, in addition to those duties otherwise prescribed for him by law, and, in its discretion, approve the appointment by the Director of such agents and employees as may be needed by the Director and the Department in the exercise of the functions, duties and powers conferred and imposed by law and in order to effect a proper organization to carry out its duties.

c) The functions, duties, powers and titles of the agents and employees, their salaries and remunerations, not in excess provided therefor by law, shall be fixed by the Director with the approval of the State Board and subject to the provisions of Chapter 9 of Title 2 of the State Code.

d) Proper bonds shall be required of all agents and employees who shall handle any funds which may come into custody of the Department. The premiums on the bonds shall be paid from funds appropriated by the State for the administration of the provisions of this chapter.

e) The Director shall submit to the Governor and publish an annual report not later than four months after the close of each fiscal year, showing for each year the total amount of money paid or distributed by the Department, the total number of persons receiving instruction during such period, and such other information as the Director may deem advisable to show the operations of the Department.

f) The Director shall prescribe the forms of applications, reports, affidavits and such other forms as shall be required in the administration of this chapter.

g) Subject to the direction of the State Board, the Director shall cooperate with agencies of the United States in relation to matters set forth in this chapter, and in any reasonable manner that may be necessary for the State to qualify for and to receive grants or aid from such federal agencies. Nothing in this chapter shall preclude any other agency, board or officer of the State from being

designated as the directing or allocating agency, board or officer for the distribution of federal grants-in-aid or the performance of other duties to the extent necessary to qualify for and to receive grants-in-aid for programs and institutions under the administration of the State Board for Community Colleges.

h) The Director is authorized to receive, for and on behalf of the State and its subdivisions, from the United States and agencies thereof, and from any and all other sources, grants-in-aid and gifts, made for the purpose of providing, or to assist in providing, any vocational and technical, or other, education or educational programs authorized by this chapter, including expenses of administration. All such funds shall be paid into the State treasury.

i) The Director shall enforce the standards established by the Board for personnel employed in the administration of this chapter and remove or cause to be removed each employee who does not meet such standards.

C. State Advisory Committees

State Advisory Committees for specialized programs and curricula may be utilized in the establishment and evaluation of programs and curricula.

D. Local Community College Board.

1. **General Statement.** The local community college board shall act in an advisory capacity to the State Board for Community Colleges and shall perform such duties with respect to the operation of a single comprehensive community college as may be delegated to it by the State Board.

   The local community college board shall be known as the **(college name)** Community College Board and may be called the local board.

   In the organization and development of the community college, the local community college board shall be appointed as early as possible.

2. **Ad Hoc Committee.**
   a) **Appointment of the Ad Hoc Committee.** An ad hoc committee consisting of a minimum of three (3) persons shall be appointed by the governing body(s) of the political subdivision(s) sponsoring a community college and shall consist of one member of each governing body(s) of the political subdivision(s) in the region being served by the community college as identified in the Master Plan approved by the State Board for Community Colleges. If less than three (3) political subdivision(s) sponsor a community college, the members of this ad hoc committee shall be appointed as follows:
      i) If two political subdivisions sponsor a community college, the governing body of each subdivision shall appoint two persons to the ad hoc committee.
      ii) If only one political subdivision sponsors a community college, the governing body of the subdivision shall appoint three persons to the ad hoc committee.
   b) **Duties of the Ad Hoc Committee.** The ad hoc committee shall determine the following items for recommendation to the governing bodies of the participating political subdivisions:
      i) The number of members (between nine and fifteen members) on the local community college board.
      ii) The allocation of these members among the local political subdivision(s) sponsoring the community college.

iii) The initial local financial support for the community college and the allocation of these funds among the local political subdivision(s) sponsoring the college.

Implementation of these recommendations shall be contingent upon the approval by the governing bodies of the participating political subdivisions.

3. **Appointment of Local Boards.**

a) A minimum of nine persons shall be appointed to the local board that shall include at least one person from each political subdivision sponsoring the college. Generally, the maximum number of persons on the local board shall not exceed fifteen persons.

b) Each local political subdivision sponsoring the community college shall appoint its board member(s) as allocated by the ad hoc committee within the guidelines of the State Board for Community Colleges.

c) The members of the local board shall be residents of the region to be served by the community college and shall include persons from various businesses, industries, and professions in the region being served by the community college. No elected members of either the General Assembly or local governing body(s) shall be eligible to serve on the local board. All members of the local board shall be deemed members at large charged with the responsibility of serving the best interests of the whole region being served by the community college.

d) Members shall be appointed for a term of four (4) years. However, initial appointment of the members shall be as follows:

One-third of the members for four years,
One-third of the members for three years, and
One-third of the members for two years.

The original appointees shall among themselves determine by lot which are to receive appointment for four years, which are to receive appointment for three years, and which are to receive appointment for two years. Thereafter, all appointments shall be for a period of four years. No person having served on the local community college board for two successive four-year terms shall be eligible for reappointment to the local board for two years thereafter; provided, that a person appointed to fill a vacancy may serve two additional successive terms.

e) Failure to attend meetings of the local board shall constitute cause for the removal and replacement of a local board member. The local community college board shall make this determination, and if it is determined that it is in the best interest of the college to have a replacement, the local board shall notify the appropriate sponsoring political subdivision of the need for a replacement.

4. **Reappointments and Vacancies.** Whenever a vacancy occurs, the appropriate local political subdivision shall appoint a replacement for the unexpired term.

5. **Reallocation of Local Board Membership.** In the event that any local political subdivision wishes to reallocate the positions on a local board because of changing conditions, it shall notify the local community

college board and the State Board in writing of its desires and reasons for change. The same procedure used to establish the original ad hoc committee shall be instituted to establish an ad hoc committee to determine the number of members on the local community college board and the allocation of these members among the local political subdivision(s) sponsoring the college.

6. **Duties and Responsibilities.** The local community college board shall perform such duties with respect to the operation of a community college as may be delegated to it by the State Board for Community Colleges within the statewide policies, procedures, and regulations. These duties shall include, but not be limited to, the following:

   a) The local board shall elect a chairman and other such officers from its membership as it deems necessary and shall adopt such rules and regulations as are considered necessary to conduct its business in an orderly manner.

   b) The local board shall serve as the liaison agency between the State Board for Community Colleges and the governing body(s) of the local political subdivision(s).

   c) The local board shall recommend to the State Board for Community Colleges a name(s) for the community college, and the local board shall be authorized to provide names for any facilities on the college campus.

   d) The local board shall provide recommendations to the State Board for Community Colleges at the earliest possible date on the development of the site and on the design, construction, and procurement of facilities and equipment for the community college.

   e) The local board shall consult with the State Board for Community Colleges and the State Director of Community Colleges on the selection and removal of the president of the community college.

   f) The local board shall promote the development of a program of community college education of high quality under the administration and supervision of the State Board for Community Colleges.

   g) The local board shall be responsible for eliciting community participation in program planning and development, establish local citizens advisory committees for specialized programs and curriculums, and approve the appointments of all members of these committees.

   h) The local board shall recommend to the State Board for Community Colleges the approval of all new curriculum proposals for the community college.

   i) The local board shall be responsible for the development and approval of the community service program for the community college, and the local board may grant an "award of completion" to a person successfully completing a community service program.

   j) The local board shall review and approve the regular annual and biennium budget for the community college as prepared by the college president within the State Board guidelines and shall submit these budgets to the State Board for Community Colleges for action.

   k) If local funds for the college are made available by the sponsoring political subdivisions, the local board shall review and approve a

detailed local budget for the community college as prepared by the college president within State Board guidelines, and shall submit this proposed budget to the State Board for Community Colleges for approval prior to its submission to the local political subdivisions for approval. In addition, the local board shall submit a financial statement showing detailed expenditures of such local funds to the local political subdivisions and the State Board at the end of the fiscal year.

l) The local board shall be responsible for the development of local regulations on student conduct within the guidelines of the State Board.

m) The local board shall be responsible for the supervision of the student activity fund within the guidelines of the State Board.

n) The local board shall participate in the evaluation of the college and its programs, particularly as these programs relate to meeting the needs of the community.

o) The local board shall have the responsibility to approve all appointments, dismissals, and nonreappointments of personnel for the college for recommendation to the State Board for Community Colleges.

p) The local board and the college president shall prepare a written annual report regarding the operation of the college, on a form provided by the State Board, for presentation to the State Board for Community Colleges. This report shall be in the hands of the secretary of the State Board for Community Colleges no later than two months after the end of the fiscal year.

7. **Contact with the State Board.** Any local board or its representatives may appear before the State Board for Community Colleges simply by notifying the secretary of the State Board of its request no later than fifteen days prior to the next regularly scheduled meeting of the State Board so that this matter may be put on the agenda.

E. Local Advisory Committees for Specialized Programs

Local advisory committees for specialized programs and occupational-technical curriculums shall be utilized in the establishment and evaluation of such programs and curriculums.

F. Chief Administrative Officer of a Community College

The chief administrative officer of the community college shall be appointed by the State Board for Community Colleges upon the recommendation of the local community college board. The chief administrative officer shall have the title of president and shall serve as secretary of the local community college board. He shall have such duties and responsibilities as delegated by the State Board for Community Colleges and the local community college board.

The president is responsible to the State Board for Community Colleges through the State Director of Community Colleges for the operation of the community college, and he is responsible to the local board for those areas in which the local board is empowered to act and which are assigned to him by the local board.

1. **Procedures for Selection of a President.** The following procedures shall be utilized in the selection of a president:

   a) All interested and qualified persons shall be invited to apply for the position of president of a community college by contacting the State Department of Community Colleges in Richmond, Virginia. The local board may suggest applicants for the presidency.

   b) All applicants shall be screened by the staff of the State Department of Community Colleges. The best-qualified candidates shall be invited for an interview by the State Director of Community Colleges or his designee.

   c) The credentials of at least three well-qualified candidates shall be presented to the Personnel Committee of the State Board for Community Colleges for approval as a presidential candidate. In addition, the Personnel Committee of the State Board shall also present the credentials of the top candidates to the full State Board for Community Colleges. Candidates may be requested to appear for an interview by either the Personnel Committee or the State Board for Community Colleges.

   d) Presidential candidates approved by the Personnel Committee and/or the State Board for Community Colleges shall be referred to the local community college board for consideration. The local board may interview any or all candidates submitted by the State Board and check any references on these candidates.

   e) If the local board is not satisfied with any of the original candidates submitted by the State Board, the local board may request additional candidates. After selection of a presidential candidate, the local board shall forward its recommendation to the State Board for Community Colleges for appointment.

2. **Responsibilities of the President.** The responsibilities of the president shall include the following:

   a) Organizing and operating the community college in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, the State Department of Community Colleges, and the local community college board.

   b) Serving as secretary to the local community college board.

   c) Providing leadership and supervision for the total local community college program including the following:

      i) Instructional program of occupational-technical education, liberal arts and sciences, general education, adult education, preparatory foundations program, special training programs, and community services.

      ii) Student services, including guidance and counseling services.

      iii) Budgeting and other financial operations.

      iv) Campus development including site and facilities.

      v) Research and reports.

      vi) Staff recruitment and development.

   d) Representing the college at appropriate local, state, and national events.

e) Developing effective regional and community relations with other organizations and individuals.

f) Maintaining professional activities for self-development and for educational leadership of the college staff.

3. **Procedures for Dismissal of a President.** Either the local board or the State Board may initiate action for the dismissal of a president. The State Board shall dismiss the president only after consultation with the local board.

G. Personnel

All personnel of the community colleges are state employees, and shall be required to work in areas for which they are qualified; shall be employed in compliance with the policies, procedures, and regulations established by the State Board for Community Colleges; and shall be approved by the State Board for Community Colleges.

Fiscal Policy and Procedures

Through monies provided by the General Assembly and other sources, the State Board for Community Colleges shall be responsible for the basic financial support of community colleges in Virginia in accordance with the following provisions.

A. Buildings and Equipment

The State Board for Community Colleges shall provide the buildings and equipment for all community colleges exclusive of that specified in Section B below.

B. Site

The political subdivision (s) sponsoring and being served by the community college shall provide sufficient land, both for the initial establishment of the college and for future expansion, acceptable to the State Board for Community Colleges including all improvements thereon (i.e., roads, parking lots, exterior lighting, all utilities to point of connection to building, et cetera).

C. Salaries

The State Board for Community Colleges shall provide the funds for the salaries of all authorized personnel in the community colleges.

D. Operating Funds

The State Board for Community Colleges shall provide the funds for all basic operating expenses of the community colleges.

E. Local Contributions

Political subdivisions, community agencies, and interested citizens shall be permitted, subject to the prior approval and in compliance with the policies, procedures, and regulations of the State Board, to make financial contributions in addition to the basic costs provided for by the State for capital outlay and program operation of the community colleges.

1. **Capital Outlay.** With prior approval of the State Board for Community Colleges and in compliance with the policies, procedures, and regulations of the State Board, local funds may be used to provide for additional buildings and equipment to supplement the basic facilities provided by the State Board, especially to meet expanded enrollment for which the State cannot immediately provide funds and equipment. Such buildings and equipment shall become the property of the Commonwealth of Virginia.

2. **Operating Funds.** The local community college board with prior approval of the State Board and in compliance with the policies, procedures, and regulations of the State Board may provide funds for operations to supplement the basic program through a system of reimbursement to the State Board.

3. **Reimbursement Procedure.** All local contributions, with the exception of student aid and scholarships, will follow the system of reimbursement to the state and as prescribed by the State Board for Community Colleges in accordance with the normal procedures of state regulations.

F. Tuition and Fees

The State Board for Community Colleges shall prescribe the tuition and/or fees to be paid by the students. The tuition and/or fees will be collected in a manner prescribed by the State Board and will be deposited with the State Board for Community Colleges.

G. Gifts and Donations

1. Gifts, non-Federal grants or donations may **not** be solicited by a com-community college, the State Department of Community Colleges, a State or local community college board member or employee within the System of Community Colleges.

2. Property donated to the community colleges for state use shall become the property of the Commonwealth of Virginia. Final authority for location or disposition of all equipment, training aids, and material shall rest with the State Board for Community Colleges. Items of instructional equipment may be assigned and transferred by the State Board to such community college(s) as in the State Board's opinion will result in maximum use as an instructional aid.

3. All gifts, grants, or donations; tangible or intangible; cash, securities, or real property, received by a community college and specifically designated for that college by the giver, grantor, or donator, shall be deposited with the Community Colleges of Virginia Educational Foundation, Inc., in the name of the depositing college.

H. Area Vocational and Technical Schools

In compliance with the provisions of Sections 23-222 (c) of the Code of Virginia, all educational programs for post-high school age youth and adults in existing area vocational and technical schools under the State Board of Education shall be transferred to and placed under the control and government of the State Board for Community Colleges.

The State Board for Community Colleges shall respect any existing financial investment of local communities in these institutions by establishing policies which will insure an equitable method of financing future developments.

During the transition period, cooperative arrangements shall be developed with the local governing body(s) of the area vocational and technical school to pay the costs of all approved programs for the post-high school age youth and adults in these schools. Where the area vocational and technical school has both high school and post-high school programs, the State Board for Community Colleges shall pay the costs for the post-high school programs prorated on the basis of the percentage of post-high school age youth and adults enrolled in the school. For all post-high school programs, the area vocational and technical schools shall follow the policies, procedures, and regulations of the State Board for Community Colleges.

Consulting Services

The State Board for Community Colleges may wish to avail itself of the expert assistance of the State Superintendent of Public Instruction, the State Council of Higher Education for Virginia, the institutions of higher learning, and other agencies or individuals within and outside the Commonwealth of Virginia for consultative services designed to improve the effectiveness of the program. The State Board for Community Colleges may enter into contracts for these consulting services. The State Board for Community Colleges shall provide coordination and direction in the use of such consulting services.

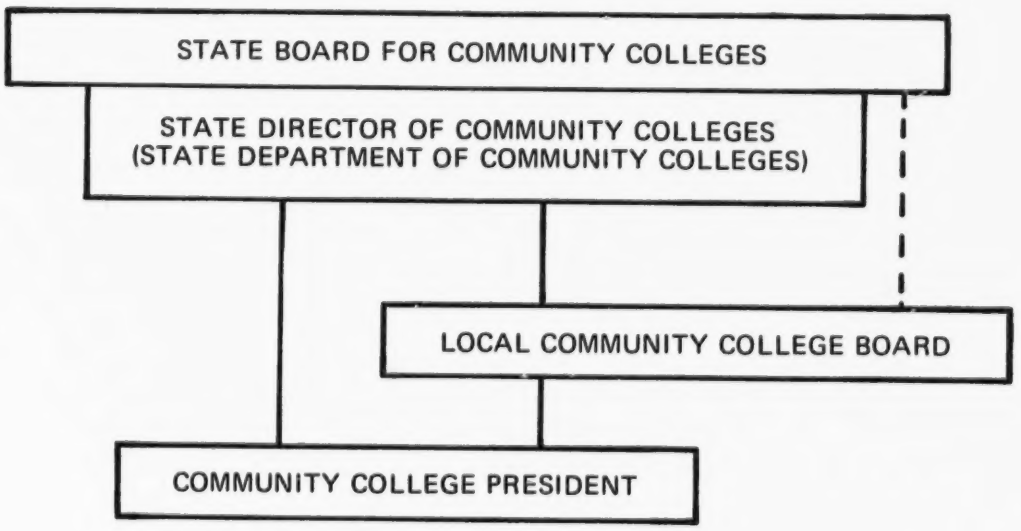
Amendments

Within the scope of the enabling legislation and at a properly constituted meeting, the State Board for Community Colleges may, by a majority vote of the State Board change, add to, or alter these policies, procedures, and regulations and may make other policies, procedures, and regulations it considers desirable to improve the operations of the community colleges.

Operating Manual

Operating policies, procedures and regulations are found in the VCCS Operating Manual, copies of which are available at each college for the use of Local Board members.

ORGANIZATIONAL CHART


STATE BOARD FOR COMMUNITY COLLEGES
STATE DIRECTOR OF COMMUNITY COLLEGES
(STATE DEPARTMENT OF COMMUNITY COLLEGES)
LOCAL COMMUNITY COLLEGE BOARD
COMMUNITY COLLEGE PRESIDENT